

Job Opening

Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.

Our Values: Success – Collaboration – People – Positivity

Position:	Program Assistant
Location:	Alcott Corporate Office - Kalamazoo, MI
Wage:	Based on Experience + Benefits (Medical, Dental, Vision, Life Insurance, PTO, and 403(b))
Classification:	Full-time Staff
Number of Openings:	1
Hours:	40 hours per week Monday - Friday
Submit Applications To:	www.goodwillswmi.org

Job Duties:

- Assist Life Guide Case Workers with resource identification, case management and event planning
- Plan and facilitate children's activities in Allegan and Kalamazoo
- Assist Mission Services staff in entering data into the database & other associated record keeping activities.
- Schedule appointments and meetings as needed.
- Co-facilitate program orientations & activities

Qualifications:

Ability to be creative

Demonstrated ability to work as a team member

Competency in Microsoft Office (Word, Excel and Outlook)

Experience working in social work or similar environment preferred

Experience working with children preferred

Experience in public relations and/or event planning preferred

High school diploma or GED

Coursework related to social work, public relations or early childhood education preferred

Normal office environment of sitting, speaking, listening, seeing, keyboarding; occasional lifting of 35 pounds

Must pass pre-employment drug screen

Must pass background check related to working with children

Ability to be insured under Agency's automobile insurance policy preferred

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.